

DD/S 68-4111

MEMORANDUM FOR: Director of Finance

SUBJECT : Financial Records Retirement Program

1. I have reviewed your request to dispose of pay records for indigenous employees after twelve years and I cannot agree that the Comptroller General's letter permits such a liberal interpretation.
2. It is unfortunate that we must keep 3000 cubic feet of material because only about one third of it cannot be destroyed. Sorting of this material would seem to be an important part of the overall screening of records stored in the records center which will be undertaken within the next few weeks.
3. For the future, I suggest that you review your accounting and reporting procedures with a view toward revising them to permit separate retention of records which must be held for different periods of time.

R. L. Bannerman  
Deputy Director  
for Support

DDS/SSS/RHW:jms (9 August 1968)

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*Revised  
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sent by DDS  
23 Aug 68*

SECRET

